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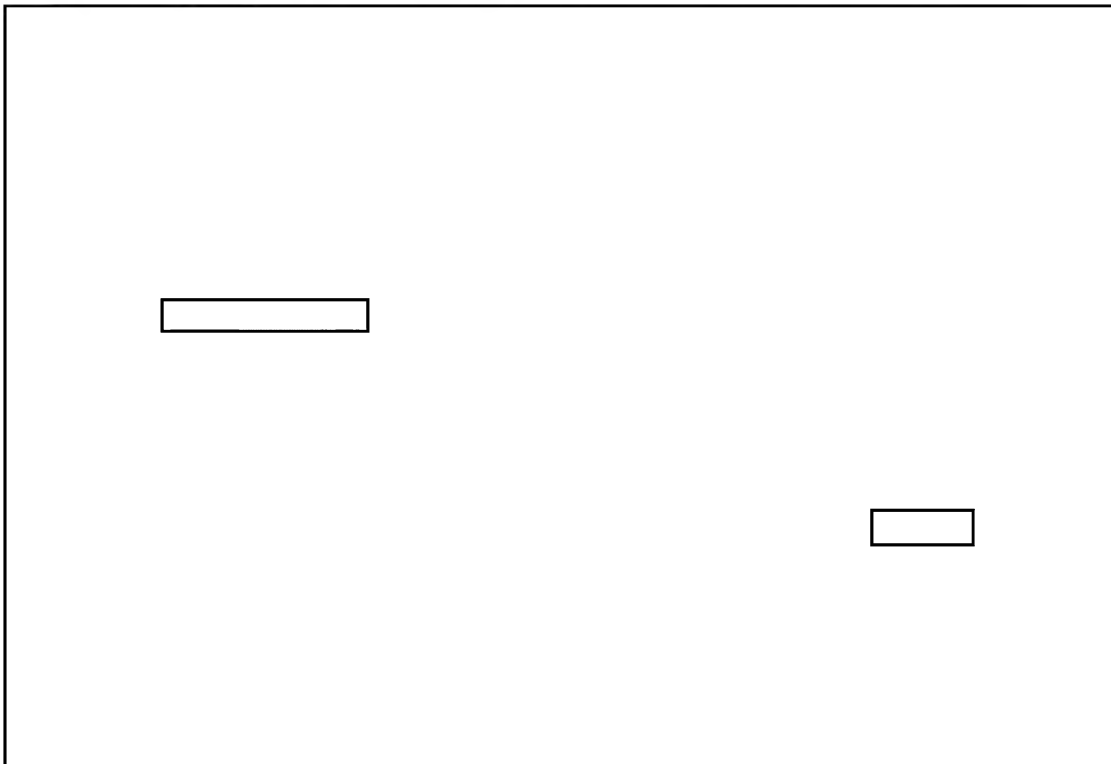
DD/A Registry

77-2837

18 MAY 1977

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Robert W. Gambino  
Director of Security  
SUBJECT: Telephone Survey Recommendations

1. Action Requested: Your approval is requested to implement the recommendations contained in paragraph 4 of this memorandum. These recommendations severely curtail the publication and proliferation of telephone directories within the Agency.



OS 7 0642/2-A



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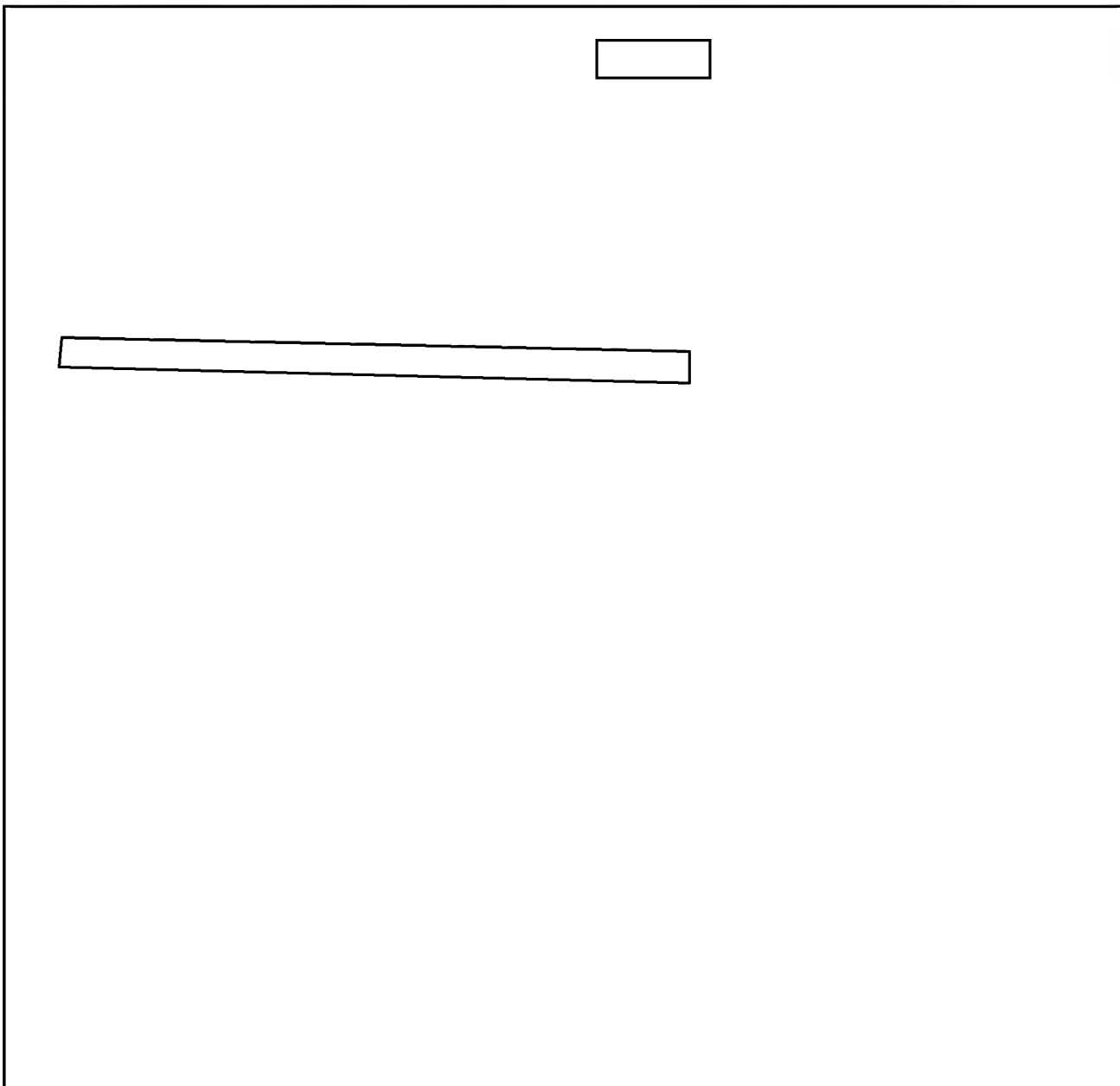
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It must be noted that the central telephone facility could experience heavy pressure from the additional impact on operator resources. It is anticipated that this

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impact should soon decrease to near normal levels once employees are educated to keep list finder records of those numbers frequently called. This particular impact area should be closely watched and, if necessary, Agency authorization should be available to augment the telephone operator staff. The Employee Verification and CEMLOC facilities could also come under additional pressure through the use of these avenues for telephone number information.

3. Staff Position: The recommendations contained below are the product of the Study Group. However, I have modified paragraph 4b to permit the publication of internal directories by components on an exception basis with a Deputy Director approval.

4. Recommendations: The following recommendations are submitted for approval and implementation.

a. The Agency's combined telephone directory in all future publications should be a strictly functional and organizational directory without listing names of Agency personnel. In addition to the security advantages to be derived from this recommendation, smaller, less costly directories could be produced and the need for semiannual updating would be eliminated.

b. As a matter of official Agency policy, the publication of component directories containing the names of Agency personnel should be discontinued unless specifically approved by the Deputy Director concerned.

c. At the time of the publication of the new Agency combined telephone directory, all copies of prior directories must be accounted for and destroyed pursuant to existing security control procedures.

d. Loss of any Agency telephone directories must be reported to the Office of Security. Individual accountability is required and must be strictly enforced pursuant to the provisions of

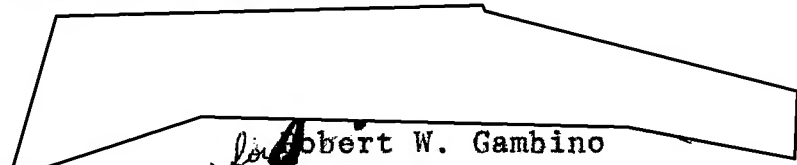
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e. Reproduction of any Agency telephone directory in whole or in part must be prohibited.

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*for* Robert W. Gambino

APPROVED: /s/ John F. Blake  
Deputy Director for Administration

22 MAY 1977

DISAPPROVED: Deputy Director for Administration

Date: \_\_\_\_\_

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The Deputy Director



Washington, D.C. 20505

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| Executive Registry |
| 17-4377/L          |
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| 27-3054            |

5/31

DDA

Jack:

I can understand why these recommendations seem justified but I am concerned over what their impact would be on our work-a-day effectiveness.

Please round up the views of other Deputies and heads of Independent Offices and let me know what the consensus is.

He

SUSPENSE 9 June per BCE.

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## ROUTING SLIP

[illegible]

## SUSPENSE

Date \_\_\_\_\_

Remarks:

DDA and Security propose ~~elimination~~ of telephone directories that include names--~~restricting~~ listings to functional and organizational categories. This seems like an overreaction to [ ] and is unlikely to prevent the development of personalized lists that can be carried out of the building by someone bent on doing it. In addition to extra pressure on operators for telephone information, there will be more pressure on secretaries to keep lists and place calls. In production offices this could become a real burden, since the clerical/professional ratio is disadvantageous to the secretaries. Finally, if all we produce is a functional directory, the logical place to record names of contacts is in that book.

5/24/77

Date \_\_\_\_\_

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for your comment.